

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
Telephone (787)772-3006

Vacancy Announcement 16-01

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Data Quality Analyst (DQA)
Position Type: Full-time / Permanent
Grade: Classification Level CL-23 with Promotion Potential to a CL-25
Salary: \$32,019.00 + 4.20% Cost of Living Allowance
Open Date: Friday, January 22, 2016
Closing Date: Friday, February 5, 2016

Position Overview

The United States District Court for the District of Puerto Rico is accepting applications for the position of Data Quality Analyst (DQA). The incumbent is responsible for ensuring the veracity and efficiency of the court's Case Management/Electronic Case Files (CM/ECF) system. The Data Quality Analyst provides quality assurance of all electronic entries.

The DQA reports directly to the Assistant Operations Manager.

REPRESENTATIVE DUTIES

Makes summary entries of all conventionally filed documents and proceedings. This includes, but is not limited to, such things as: pleadings, motions, minutes, warrants, summons, orders and judgments. Electronically opens cases within the CM/ECF system upon receipt of initiating documents, such as indictments, complaints, petitions and sealed miscellaneous proceedings. Electronically closes the case upon receipt of terminating documents such as closing orders and judgments. Timely notifies via regular or certified mail, e-mail, fax or telephone any Order, Judgment, and Notice of Electronic Filings to non-electronic CM/ECF recipients and/or agencies such as USPO, PTSO and USM and other court personnel.

Thoroughly performs daily quality checks on entries in the CM/ECF database to ensure the accuracy and completeness of information, meets applicable standards. Continually researches and analyzes case or other data extracted from the database to confirm that official case records, from opening to final disposition, are complete and accurate. Consistently maintains and logs user errors, and generates deadline and deficiency notices for missing documents. Thoroughly reviews all data entries into the CM/ECF system, and either makes corrections as needed, or insures that necessary corrections are made by the appropriate party.

Answers phone and in person inquiries from Judges, chambers staff, members of the bar and the public.

QUALIFICATIONS

To qualify for this position the candidate must be a high school graduate and have a minimum of two (2) years of general experience.

General Experience

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

PREFERRED QUALIFICATIONS

- ❖ Possess a Bachelor's Degree from an accredited college or university.
- ❖ Some legal or law related experience is desirable.
- ❖ Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment**- Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov.
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Friday, February 5, 2016. E-mailed documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date the position is filled.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer